



**DEPARTMENT OF THE ARMY**  
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS  
CLOCK TOWER BUILDING - P.O. BOX 2004  
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR-EM (310-2d)  
1997

15 September

**MEMORANDUM FOR ALL ROCK ISLAND DISTRICT EMPLOYEES**

**SUBJECT:** Policy Statement and Procedures Pertaining to Issuance of Government Identification Cards

1. Every employee, permanent or temporary, shall be issued a Department of the Army Civilian Identification Card (DA Form 1602) bearing his/her photograph. The Identification (ID) card is Government property and is not authorized for use by other than the person to whom it is issued. Employees are prohibited from using their Government ID cards to provide any unauthorized benefits, financial or otherwise, to themselves or others.
2. The Security and Law Enforcement Office, is the responsible office for issuance and collection of ID cards. Security Office personnel will initiate DA Form 428, Application for Identification Card, for all permanent and temporary employees entering on duty.
3. Upon termination of employment, each employee is responsible for returning the ID card to the Security and Law Enforcement Office during the clearance procedures. Supervisors who have received approval to process the clearance of a separating employee at a field site are responsible for obtaining the ID card from the employee during clearance procedures and forwarding it to the Security Office attached to the signed clearance sheet.

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JAMES V. MUDD  
Colonel, EN  
Commanding

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